Blue Cross
Blue Shield
Blue Care Network
of Michigan

Nonprofit corporations and independent licensees
of the Blue Cross and Blue Shield Association

INSTRUCTIONS FOR COMPLETING THE TRADING PARTNER AGREEMENT FORM:

Please note: After 20 minutes of inactivity on the TPA web forms, the system will time out and you will need to login again. Any information that had been entered on the screen that had not been submitted will be lost.

1) On the Trading Partner Login Page (https://editest.bcbsm.com/tpalogon.html), enter the TPA user ID and password you received from us, using your Tab key to move from field to field. Click **Enter.**

2) The Name and Partner Type we have on file for you will be displayed on the screen. If this is correct, click **Continue**.

   If the information is not correct, click on **Contact BCBSM**, which will generate an e-mail to us. In the content of the e-mail, indicate your Login ID and the correct trading partner name and type.

3) The Provider Menu will appear. Click on Trading Partner Agreement.

4) Enter the Phone, E-mail address, Name and Title of the representative submitting the form. An acknowledgement of our receipt of the TPA will be sent to the e-mail address indicated. If you do not enter an e-mail address, an acknowledgement is not returned to you.

5) **Before clicking I Agree, be sure to print a copy of the form for your records using your browser. We will not be able to print copies and mail to you once submitted. Note: Do not mail the printed copy of the form to BCBSM EDI.**

6) Click **I Agree**. TPA entries will not be submitted if you do not click on the **I Agree** button.

Note: We strongly encourage you to change your password once you have logged onto the system. To do so, click on Change Password. In the appropriate boxes, type your old password, then your new password. Once completed, click on Change Now, then click on Close.

In order for EDI to correctly process the new HIPAA-acceptable transactions, we are populating new databases with the NPIs and associated Trading Partner ID's (submitter and receiver ID's) that will be used in electronic submissions. The databases are used to authenticate users and distribute files appropriately.

The provider authorization/unique receiver ID form should only be completed once you have verified with your EDI submitter, service bureau or software vendor that they have tested and are ready to migrate to one of the HIPAA-acceptable formats.

You must complete this form before submitting HIPAA transactions. Otherwise, our systems will reject any file or claim submissions.

**INSTRUCTIONS FOR COMPLETING THE PROVIDER AUTHORIZATION/UNIQUE
RECEIVER ID FORM:**

**Please note: After 20 minutes of inactivity on the TPA web forms, the system will time out
and you will need to login again. Any information that had been entered on the screen
that had not been submitted will be lost.**

1) On the Trading Partner Login Page (https://editest.bcbsm.com/tpalogon.html), enter the
   TPA user ID and password you received from us, using your Tab key to move from field
   to field. Click **Enter.**

2) The Provider Menu will appear. Click on the **Professional Provider Authorization** link
   (if your submitter ID begins with "c0", "t0" or h0") or the **Institutional Provider
   Authorization** link (if your submitter ID begins with "f0", "s0" or is a tax identification
   number).

3) Use the drop-down menu on each line to specify payers you will be submitting claims to.

4) Enter your **Submitter ID** on each line that you entered a NPI. If you are not sure of your
   submitter ID, contact your submitter, service bureau or software vendor to obtain your
   current submitter ID.

5) Enter your **Unique Receiver ID** on each line of the entity that will be receiving electronic
   remittance information on your behalf. This is usually the same as the Submitter ID.
   Under HIPAA, providers can only designate one entity for receiving all remittance
   information.

6) Once you have completed all information, print a copy for your files, then click **Submit
   and Return to Main Menu**. To enter more NPIs, click **Submit and Enter More**.

Please note that entries will not be submitted if you do not click on the **Submit** button.

If you're having problems completing either Web form, or if you have any questions about the
new TPA process, please call EDI at (800) 542-0945 and select the TPA option.